

State of Hawaii
Department of Human Services

**Office of Youth Services
Request for Proposals (RFP)**

Nursing Services
HMS 503-04-3

Public Notice

**Request for Proposal
Nursing Services**

Notice is hereby given that pursuant to Chapter 103F Hawaii Revised Statutes, relating to the purchase of health and human services, the Department of Human Services, Office of Youth Services (OYS) is soliciting proposals from qualified applicants to provide Nursing Services (HMS 503-04-3) for individuals who are under the jurisdiction of the Hawaii Youth Correctional Facility (HYCF).

Request for Proposal (RFP) may be picked up or mailed to requestor beginning January 9, 2004. Completed proposals must be hand delivered by 4:30 p.m., Hawaii Standard Time (H.S.T.) on March 1, 2004 or postmarked by the United States Postal Service (USPS) before midnight, H.S.T. on March 1, 2004 to the OYS. Deliveries by private mail services such as Federal Express (FedEx) and United Parcel Service (UPS) shall be considered hand deliveries. All proposals must be completed and submitted in accordance with the RFP. Incomplete and late proposals will be returned without action. Funding is subject to availability of funds and budget execution policies.

An orientation will be held on Wednesday, January 21, 2004 from 10:00 a.m. - 12:00 noon in the conference room of the Office of Youth Services, 820 Mililani Street, Suite 817, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

Beginning January 9, 2004 copies of the RFP may be obtained between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday, except State holidays, at the location noted below:

Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
(808) 587-5700

December 17, 2003
REQUEST FOR PROPOSALS

COMPREHENSIVE NURSING SERVICES FOR YOUTHS
RFP No. HMS 503-04-3

The Department of Human Services, Office of Youth Services is requesting proposals from qualified applicants to provide comprehensive nursing services to youths in the care and custody of the Hawaii Youth Correctional Facility. The contract term will be from **July 1, 2004 through June 30, 2006** with the option to extend for not more than two (2) additional twelve-month periods depending on performance and availability of funds.

Proposals must be postmarked before midnight on March 1, 2004 or hand delivered by 4:30 p.m., Hawaii Standard Time.

Proposals postmarked after midnight on March 1, 2004 or hand delivered after 4:30 p.m. H.S.T. on March 1, 2004 will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

An orientation will be held on **Wednesday, January 21, 2004 from 10:00 a.m. to 12:00 noon, at the OYS Conference Room, 820 Mililani Street, Suite 817, Honolulu.** Prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. H.S.T. on January 30, 2004. All written questions will receive a written response from the State by February 17, 2004.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Calvin Sagara at 820 Mililani Street, Suite 817, Honolulu, Hawaii or may be made by telephone to (808) 587-5700.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED.

All Mail-Ins must be postmarked by the United States Postal Service (USPS) before 12:00 midnight, Hawaii Standard Time (H.S.T.), on March 1, 2004

All Mail-Ins

State of Hawaii
Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

Further Information or Inquires

Calvin Sagara
Corrections Program Specialist
Phone: (808) 587-5700
Fax: (808) 587-5734

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., H.S.T., on March 1, 2004.

State of Hawaii
Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, H.S.T., March 1, 2004 will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., H.S.T., March 1, 2004.

Deliveries by private mail services such as Federal Express (Fedex) and United Parcel Services (UPS) shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., H.S.T., March 1, 2004.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Office of Youth Services
 Department of Human Services, State of Hawaii
 820 Mililani Street, Suite 817
 Honolulu, Hawaii 96813
 Phone: (808) 587-5700 Fax: (808) 587-5734

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	1/7/04
Distribution of RFP	1/9/04
RFP orientation session	1/21/04
Closing date for submission of written questions for written responses	1/30/04
State purchasing agency's response to applicants' written questions	2/17/04
Proposal submittal deadline	3/1/04
Proposal evaluation period	4/04
Provider selection and award	4/04
Notice of statement of findings and decisions	5/04
Contract start date	7/1/04

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on **Wednesday, January 21, 2004 from 10:00 a.m. to 12:00 noon., at the OYS Conference Room, 820 Mililani Street, Suite 817, Honolulu.** Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions) in order to generate a written state purchasing agency response.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is **4:30 p.m. H.S.T., on Friday, January 30, 2004**. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions submitted by the stated deadline will be sent by **Tuesday, February 17, 2004**.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

- (1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** – Applicants shall submit comprehensive narratives that address all of the issues contained in the POS Proposal Application Instructions, including a cost proposal/budget. (Refer to Section 3 of this RFP.)
- (2) ***Competitive POS Application Check List*** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.
- (3) ***Registration Form (SPO-H-100A)*** – If applicants are not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicants are unsure as to their pre-registration status, they may check the State Procurement Office website at:
<http://www.state.hi.us/icsd/dags/spo.html>
 Click on *Health and Human Services*
 Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*
 or call the purchasing agency at 587-5700 or the State Procurement Office at 587-4706.
- (4) ***Certifications*** - Federal and/or State certifications, as applicable.
- (5) ***Program Specific Requirements*** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and **4** copies of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Proposals submitted by facsimile transmission or by electronic mail will **not** be accepted.

VIII. Discussions with Applicants Prior To, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

X. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201)
- (2) Rejection for inadequate accounting system. (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610 (1))
- (6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped and, when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

Upon completion of the evaluation of competitive purchase of service proposals, a Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office available on the State Procurement Office Website whose address is on the Competitive POS Application Checklist located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. A Notice of Protest regarding an award of contract and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five (5) working days of the postmark of the notice of findings and decision sent to the protester. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the POS Proposal Checklist in Section 5 of this RFP). Only the following matters may be protested:

- (1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) a state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Sharon A. Agnew	Name: Keith Yamamoto
Title: Executive Director	Title: Children & Youth Prog. Dev. Officer
Mailing Address: 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813	Mailing Address: 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813
Business Address: same as above	Business Address: same as above

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XX. Criteria by Which the Performance of the Contract Will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see the POS Proposal Application Checklist in Section 5 of this RFP for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see the POS Proposal Application Checklist in Section 5 of this RFP). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Background

The Hawaii Youth Correctional Facility (HYCF) is the only institution statewide responsible for the care and incarceration of juvenile offenders. Approximately 250 youths are committed to the HYCF on a yearly basis. The HYCF is responsible for the health care and well-being of these youths.

B. Purpose or Need

The purpose to this RFP is to provide nursing services to individuals between ages of 12 – 20 who are under the jurisdiction of the HYCF.

Primary health services in this field include the use of all aspects of the nursing process in:

1. Carrying out screening activities, which includes health assessments;
2. Providing direct health care services;
3. Assessing individual health behaviors;
4. Providing education and counseling related health issues;
5. Assisting individuals in assuming responsibility for their own health care;
6. Administering emergency First Aid and CPR care.

Nursing practice in correctional facilities is characterized by a high degree of autonomy. The nurse is expected to make independent assessments requiring a variety of verbal and non-verbal communication skills including interviewing skills, and physical assessment and behavioral observations in order to provide appropriate intervention, and follow up care

It is essential that the nurse in a correctional facility be knowledgeable about the principles of prevention and control of tuberculosis, hepatitis, HIV, and sexually transmitted diseases, and about surveillance for other communicable diseases.

Effective nursing practice in correctional facilities requires cooperation with other health care providers and colleagues in the facility, as well as consideration of health care, security goals, and confidentiality.

Nursing in a correctional facility occurs in a non-traditional environment; therefore, the nurse must maintain a professional identity and consistently promote health and be an advocate in health promotion.

Work involves moderate health risks that require special safety precautions, i.e., working with risk of exposure to contagious diseases or infections. Precautions are routine for nearly all situations. The nurse may be required to use protective clothing or gear.

Applicant(s) shall provide Registered Professional Nurses (RPN) and Licensed Practical Nurses (LPN) and, hereinafter referred to as RPNs and LPNs, to fulfill the requirement of this contract and shall endeavor to assign the same nurse to the facility whenever possible. Exact quantities for RPN and LPN services cannot be determined. Requests for services shall be based on nursing services needs throughout the contract period.

C. Description of the goals of the service

The goals of the service are to provide the HYCF with nurses who are capable of providing a full range of professional nursing proficiency from assessment of needs to a wide variety of patient illnesses, i.e., administering medication, operating special equipment, reacting to emergency situations and conditions, and who are capable of treating patients with the goal of maintaining or improving health care conditions. The services provided by the nurses will affect the health and recovery of groups of patients and will have an impact on their mental and physical health.

Clinic space, staff support, equipment, and supplies are provided by the HYCF. The provider shall abide by the security procedures at the HYCF and shall be subject to the policies and procedures of the HYCF.

D. Description of the target population to be served

The target population served is youth (male and female) ages 12-20 years of age who are committed to the HYCF.

E. Geographic coverage of service

The applicant shall furnish RPN or LPN nursing services, as requested, at the HYCF, Kailua, Oahu, Hawaii.

F. Probable funding amounts, source, and period of availability

There is a high probability for continued funding throughout the contracted period. HYCF will make final determination as to the specific amount of the award. The source of funding is with general funds. Purchase orders shall be issued for services rendered.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Applicant(s) shall have at least twelve (12) months experience operating a nursing service business. Proof shall be furnished upon request.
2. Applicant(s) shall conduct business during normal working hours and non-business hours and shall also be accessible twenty-four (24) hours a day, seven (7) days a week, to respond to request and/or complaints.
3. Applicant(s) shall have an office located in the State of Hawaii.
4. Applicant(s) shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by the applicant by reason of this RFP, including, but not limited to income taxes, employment related fees, assessments and taxes, and the State of Hawaii General Excise Tax.
5. Applicant(s) shall be required to maintain a commercial general liability insurance and medical professional liability insurance of at least one million dollars (\$1,000,000.00) per occurrence. The Department of Human Services, Office of Youth Services shall be named as additional insured.
6. Applicant(s) shall ensure that each of the RPNs and LPNs referred to the HYCF possesses a current and valid nursing license issued by the State of Hawaii and a current CPR card. A copy of each nurse's license and CPR card shall be provided to the HYCF. The nurse's social security number and birth date shall also be provided to the HYCF for a criminal background check.
7. Two categories of services shall be required under this proposal. The first category is a long term hire to fill a vacant position for a minimum period of three to six months. The second category is a temporary hire to fill a critical shift and is vacant due to vacation status or illness of a State employee.

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

☒ Allowed ☐ Unallowed

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals *check one*
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded *check one*
(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

A maximum of three applicants will be awarded contracts for RPNs and a maximum of three applicants will be awarded contracts for LPNs. Applicant No. 1 shall be the applicant passing the minimum qualifications and having the lowest unit price for the respective nurse category. Applicant No. 2 and Applicant No. 3 shall be the applicants passing the minimum qualifications and having the next lowest unit price for the respective nurse category.

E. Single or multi-term contracts to be awarded *check one*
(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

The applicant(s) shall enter into contract for a two (2) year period effective July 1, 2004 through June 30, 2006. Unless terminated, the contract may be extended for not more than two (2) additional twelve-month periods or portions thereof without the necessity of re-bidding, if mutually agreed upon in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning applicant or applicants. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Name: Calvin Sagara
Address: Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: (808) 587-5700
Fax: (808) 587-5734

III. Scope of Work

A. General Overview

The scope of work encompasses the following tasks and responsibilities:

1. When the need for nursing services under this contract is determined by the HYCF, the facility's nursing representative shall place an oral request via telephone with Applicant No. 1. The request shall include all necessary information pertaining to the assignment of the nurse during the request period including the type of nurse required and the dates and shifts which the nurse is required to work.
2. Applicant No. 1 shall confirm whether or not the request for services can be filled and shall follow up in writing to the HYCF. If Applicant No. 1 is unable to provide the required RPN/LPN, the HYCF shall contact Applicant No. 2. If Applicant No. 2 cannot fill the request, then Applicant No. 3 will be contacted. If none of the applicants can fill the request, the HYCF reserves the right to obtain the required services from other available sources in the open market.
3. For temporary hire requests, the applicant shall provide the facility with an immediate answer as to whether or not they can fill the request within two (2) hours after the request is received. For long term hire requests, the applicant shall have forty-eight (48) hours to confirm whether or not they are able to fill the request.
4. The applicant(s) shall provide nurses for any shift, seven (7) days per week, as requested. The work schedules are determined according to the facility's needs and may be arranged in a variety of work schedules.
5. Regular time is considered an eight (8) hour day, forty (40) hours per week regardless of the shift. Overtime is considered after forty (40) hours per week and reimbursed at time and a half. The nurse shall not qualify for overtime if the forty (40) hours is accumulated as a result of being referred by more than one service provider for that work week.
6. Pay for other than regular pay shall be allowed for holidays. Holidays under this contract are limited to the following days of each year established as holidays: New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
7. If the HYCF requests applicant's nurse to work on a recognized holiday between 12:01 a.m. and 11:59 p.m., the holiday rate applies whether or not the nurse has worked forty (40) hours in that work week.

B. Service Activities (Minimum and/or mandatory tasks and responsibilities)**1. Nurse Responsibility and Duties****a. General Duties**

- (1) While providing patient care services at the HYCF, each nurse shall comply with all provisions of the licensing laws under which he/she is licensed, with regulations promulgated thereunder, and each shall comply with all nursing policies and procedures adopted by the HYCF to protect the health and welfare of its patients.
- (2) Guidelines under which the nurses will be required to work are the guidelines that are the well-established departmental policy, doctor's orders, memoranda, nurse protocols, and policies and procedures of the HYCF. The nurse shall use his/her judgment in selecting a course of action when any one of several could be appropriate, i.e., a patient's change in condition may warrant either continual intensive observation, informing charge nurse, calling a physician, or initiating preplanned emergency treatment.
- (3) The RPNs and LPNs shall attend orientation sessions at the HYCF to become acquainted with the correctional nursing policies as may be necessary for performance of their duties. The HYCF will provide up to sixteen (16) hours of unpaid orientation time to all new assignees to the HYCF. Orientation includes, but is not limited to (1) blood borne pathogens, (2) universal precautions, (3) tuberculosis, (4) infection control practice, (5) fire and electrical safety, (6) patient's rights, and (7) body mechanics with annual updates.

b. RPNs

- (1) The RPN shall report to the HYCF administrator or designee at the facility each day at the start and end of his/her shift.
- (2) Duties of the RPN shall include, but not be limited to the following:

- Continually assesses any changes based on observation of the patient's condition, receives the medical treatment plan, and brings to the attention of the physician any changes in the patient's condition.
- Observes and assesses patient's clinical condition; recognizes, identifies and interprets serious situations and immediately decides proper action, i.e., calls physician or starts preplanned emergency measures.
- Initiates appropriate action such as starting resuscitative measures in an emergency situation when a physician is not present or immediately available.
- Develops nursing care plans utilizing the nursing process and nursing diagnosis related to the needs of the assigned patients.
- Administers prescribed medications, starts and maintains intravenous infusions, gives intra muscular and oral medication, observes patients for adverse reactions and takes appropriate action.
- Performs duties as required such as admissions, transfers, discharges, and making appointment with outside clinics and laboratories.
- Utilizes the physician orders and nursing standards of care related to redirecting behavior of mental ill and the chemically dependent.
- Works closely with other members of the health care staff for formulation of the total care plan for specific patients.
- Observes and assesses patients closely for any significant behavioral changes. Documents changes in behavioral terms and notifies the mental health staff.

c. LPNs

- (1) The LPN shall report to the supervisor on duty at the HYCF each day at the start and end of his/her shift.
- (2) Duties of the LPN shall include, but not be limited to the following:

- Performs professional nursing duties in the care of general medical/post surgical, psychiatric patients.
- Provides nursing care to patients based on the physician's medical care plan and the physical, mental, and emotional needs of the patients. Notifies supervisor of any change in the patient's condition requiring revision of the medical treatment plan.
- Observes patient's clinical condition; recognizes, identifies and interprets serious situations and immediately decides proper action, i.e., calls charge nurse, physician or takes preplanned emergency measures.
- Notifies supervisor and initiates appropriate measures in emergency situations when a physician is not present or not immediately available, i.e., takes resuscitative measures in case of cardiac or respiratory arrest.
- Continually monitors any changes based on observation of patient's condition, review of medical treatment plans, and discussion with patient.
- Participates in the development of nursing care plans including the evaluation of the kinds of physical needs, dietary needs, emotional problems exhibited, capacity for self-care, and additional conditions requiring medical attention.
- Administers prescribed medications including intramuscular and oral medications; observes patient for adverse reactions and takes appropriate action.
- Performs duties as required, such as admissions, transfers, discharge of patients, making appointments with clinics and laboratories for examination and treatment of patients.
- Performs other related duties incidental to the work described herein.
- Works closely with other members of the total treatment team in the formulation of the total care plan for patients.

- Observes patients closely, evaluating and recoding any significant behavior and reaction patterns for the psychiatrist's or team's use in re-evaluation of treatment plan.
- Provides comprehensive nursing care of patients with psychiatric disorders and/or substance abuse disorders.

2. The Applicant shall:

- a. Ensure that all work required under this contract shall be performed by the applicant or its employees. The applicant shall be responsible for the accuracy, completeness, and adequacy of any and all work and services performed under this contract. The applicant intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to the applicant's employees and agents, and to any individual not a part to this contract for all loss, damage, or injury caused by the applicant or the applicant's employees or agents in the course of their employment.
- b. Ensure that payments for all applicable federal, state and county taxes and fees which may become due and owing by the applicant(s) by reason of this contract, including but not limited to, (a) income taxes, (b) employment related fees, assessments, and taxes, and (c) general excise taxes. The applicant is further responsible for obtaining all licenses, permits and certificates that may be required by reason of the contract, including but not limited to, a general excise tax license from the Department of Taxation, State of Hawaii.
- c. Secure any and all insurance coverage for the applicant and the applicant's employees and agents which may be required by law during the duration of this contract. The applicant shall further be responsible for payment of all premiums, costs, and other liabilities associated with securing said insurance coverage.
- d. Secure, at the applicant's expense, all personnel required to perform the services required by this contract. Applicant shall ensure that the applicant's employees or agents are experienced and fully qualified to engage in the activities and services required under this contract, and that all applicable licensing or operating requirements imposed or required under federal, state or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.

- e. Ensure that all staff (RPN and LPN) have:
 - Valid current Hawaii Nurses License
 - Valid current State of Hawaii Driver's License
 - Current CPR card
 - Current TB clearance

- f. Not assign or subcontract any of the applicant's duties, obligations, or interests under this contract without the prior written consent of the State. If the applicant finds it necessary to subcontract some of the work herein, and the State consents to the subcontract, it is understood that no subcontract shall, under any circumstances, relieve the applicant of its obligation and liability under this contract with the State and all persons engaged in performing the work covered by this contract shall be considered employees of the applicant.

- g. Include, but not be limited to the following responsibilities:
 - (1) The applicant shall comply with all pertinent provisions of the Occupational Safety and Health Act in order to provide safety controls for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruption in the performance of this proposal.

 - (2) The applicant shall maintain an accurate record of, and shall report to the HYCF administrator in the manner and on the forms prescribed by the facility, exposure data and all accidents resulting in death, traumatic injury, occupational disease and damage to property, materials, supplies, and equipment incident to work performed under the proposal.

 - (3) The HYCF administrator or designee will notify the applicant of any noncompliance with the foregoing provisions and the action to be taken. The applicant shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the applicant or their representatives at the site of the work, shall be deemed sufficient for the purpose of appropriate notification of deficiency. If the applicant fails or refuses to promptly comply by correcting the deficiency, the HYCF administrator or designee may issue an order stopping all or parts of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop

orders shall be made the subject claim for extension of time or for excess costs or damages by the applicant.

3. Supervisory Controls

- a. The physicians provide direct instructions concerning patients. The nurse independently plans, schedules, and provides comprehensive nursing skills with specific instructions for each patient. The physician or supervisory nurse, if one is available, will have a discussion with the nurse about assigned patients at some time during the shift. Emergencies or unusual problems are reported to the physician or the supervisory nurse, as appropriate. Work is subject to review during rounds. The HYCF administrator is ultimately responsible for the operations.
- b. The HYCF administrator or designated representative will monitor the applicant and the applicant's nurses' compliance with the terms of this contract and evaluate the services performed. Unacceptable "professional nursing" practice will be evaluated by the HYCF administrator or representative who may at any time suspend the nurse from performing the services under the provisions of this contract. The HYCF administrator also retains the right of suspension or termination of privileges. Any such suspension shall not be subject to challenge by the applicant.

C. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to individuals enrolled at the HYCF. The applicant shall conduct criminal history record check (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) as allowed by statutes or rules for any person who is employed or volunteers in an administrative or program position which necessitates close proximity to clients. The State Criminal History Records Check, the Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance shall be conducted annually or as required for licensing purposes. Documentation of the criminal history check shall be placed in the employee's or volunteer's personnel file and shall be available for review.

b. RPN Skills, Knowledge, and Abilities

- Possesses knowledge of the Hawaii Revised Statutes (HRS) related to the Scope of Nursing Practices.
- Possesses knowledge of American Nursing Association (ANA) Code for Nurses.
- Possesses knowledge of ANA Correctional Nursing Standards.
- Possesses professional knowledge of basic nursing principles, practices, nursing standards of care and the ability to apply them to medical/surgical and mental health practices.
- Possesses knowledge of developmental theories.
- Possesses knowledge of group interaction processes.
- Possesses highly developed interpersonal skills.
- Possesses knowledge of pharmaceuticals, their desired effects, side-effects and complications of their use.
- Possesses strong medical/surgical background with the ability to apply strong psychiatric skills.
- Possesses maturity level with ability to function with female and male patients, have the ability to be open, flexible, and non-judgmental
- Possesses the ability to develop and utilize teaching plans in health education classes to patients.
- Possesses the skills necessary in operating specialized medical equipment, i.e. suction equipment, Electrocardiogram (EKG), nebulizers, pulse oximeters, and other diagnostic equipment, including the phlebotomy equipment.
- Possesses the ability to operate the Basic Cardiac Life Support (BCLS) and Automatic External Defibrillator (AED) equipment.
- Receipt of a certificate in Advanced Cardiac Life Support (ACLS) preferred, but not required.

- Possesses the ability to understand the specific health care needs of incarcerated patients.

c. LPN Skills, Knowledge, and Abilities

- Possesses knowledge of nursing care principles to include practices, and procedures required to assess nursing needs of assigned general medical, surgical and psychiatric patients.
- Possesses knowledge of nursing principles and procedures as applied in the psychiatric setting.
- Possesses knowledge of personality development theories, for evaluating behavior and reaction patterns of patients.
- Possesses knowledge of the Hawaii Revised Statutes (HRS) related to the Scope of Nursing Practices.
- Possesses the skills necessary in operating specialized medical equipment i.e., Electrocardiogram (EKG), nebulizers, pulse oximeters, and suction equipment.
- Possesses knowledge of group interaction theories of group therapy.
- Possesses communication skills necessary to interact with patients.
- Possesses the ability to develop or participate in developing a nursing plan to meet the needs of assigned patients.
- Possesses the ability to recognize adverse signs and symptoms and to act swiftly in emergency situations including resuscitative measures in case of cardiac or respiratory arrest.
- Possesses knowledge of pharmaceuticals, their desired effects, side effects, and complications of their use.
- Possesses strong medical/surgical background with the ability to apply strong psychiatric skills; have strong assessment skills; have the maturity level with ability to function with male and female patients; have the ability to be open, flexible, and non-judgmental; and provides health education.

- Possesses the ability to operate the Basic Cardiac Life Support (BCLS) and Automatic External Defibrillator (AED) equipment.
- Possesses knowledge of a wide variety of medical disorders, i.e., general surgery, orthopedics, and gynecological, and the normal course of diseases, anticipated complications, and indicated therapeutic treatment.
- Possesses high level of professionalism with respect for the correctional environment without compromising professional ethics or standards.

2. Administrative Requirements

- Hawaii General Excise Tax License. Applicant shall submit its current Hawaii General Excise Tax I.D. number in the space provided on the Proposal Form
- Tax Liability. Services to be performed under this RFP are a business activity taxable under Chapter 237, Hawaii Revised Statutes (HRS) and Chapter 238, HRS as applicable.
- Insurance. Applicant shall provide insurance information as requested on the Proposal Form.
- Wage Certificate. Applicant shall complete and submit the Wage Certificate by which applicant certifies that the services required will be performed pursuant to Section 103-55 (HRS).
- Liability Insurance. Applicant shall provide the following minimum insurance limits and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability and Medical Professional Liability	\$1,000,000 per occurrence

A copy of the insurance certificate shall be provided on or before thirty (30) days after notice of award.

3. Quality assurance and evaluation specifications

Progress notes of treatment are reviewed periodically as deemed necessary by the HYCF Administrator. In addition, interviews with HYCF staff and youths shall be conducted by the OYS Corrections Program Specialist.

4. Output and performance/outcome measurements

All youth will maintain positive physical health six (6) months after leaving the HYCF.

5. Reporting requirements for program and fiscal data

Documentation of evaluation and treatment shall comply with all applicable HYCF Policies and Procedures for medical records. Patient reports shall include the diagnosis and the condition treated.

The applicant shall provide written reports to the HYCF business office as needed for billing purposes and any additional reports as requested by the HYCF administrator. All reports and data collected are the property of the State and shall be collected upon termination of the contract.

6. Pricing or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The proposed hourly rate shall include all labor, administrative cost, applicable taxes, training costs and any other expenses necessary to perform the services specified herein. Travel to and from HYCF is at the applicant's expense.

7. Units of service and unit rate

a. Pricing shall be based on a cost per hour service pricing. The rates submitted shall be subject to negotiation.

- (1) The applicant(s) shall invoice the State at the unit price for the categories of nurse (RPN or LPN) requested by the HYCF. For example, if the HYCF requests an LPN and the service provider is unable to provide an LPN as requested, and instead provides a RPN to meet the facility's need, the service provider shall bill the facility at the LPN rate and **not** at the RPN rate, unless prior approval is received.

- (2) The applicant shall submit monthly itemized invoices, original and three copies to the HYCF at the address listed in Section 2. Invoices shall detail the services provided, by the number of nurses, number of hours of services provided per nurse, and any other pertinent information needed for invoicing. Invoices shall be based on the contracted unit price per hour plus applicable costs for holidays.
- (3) A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment.

b. Statutory Requirements to Section 103-55, HRS

- (1) Applicants are advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public employees for similar work. Applicants shall complete and submit the wage certificate (Attachment C) by which applicant certifies that the services required will be performed pursuant to Section 103-55, HRS.
- (2) The State Licensed Practical Nurse III (HE-10) position and the State Registered Professional Nurse III (SR-20) perform work similar to the work required herein. The current wage rates for the State positions are as follows:

\$14.05/hour LPN III (HE-10)
\$23.24/hour RPN III (SR-20)
- (3) Applicants are further advised that the State will allow increases to the contract price subsequent to bid opening since only the current wages of State employees performing similar work are known at the release of this solicitation. If the new wage rates to public employees are lower than the direct labor rate the nurses are being paid by the applicant, then the applicant shall not be allowed an increase. If applicable, the increase will only be applied to the direct labor rate (hourly rate paid to the nurses by the applicant) and to the affected Federal and State requirements directly affected by the wage increase.
- (4) The applicant(s) shall be obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and the current wage rate for public employees performing similar work.

The applicant(s) may meet this obligation by posting a notice to this effect in the applicant(s') place of business which is accessible to all employees, or the applicant may include such notice with each paycheck or pay envelope furnished to the employees.

Section 3

POS Proposal Application

Section 3

POS Proposal Application

General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *Diskettes will be available for this form (SPO-H-200A). However, the diskette will not include items specific to each RFP. If using the diskette, the applicant must include the items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Litigation*

I. Background and Summary/Experience and Capability

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience pertinent to the proposed services which shall include, but is not limited to the following information:

1. The name of the firm or person, the principal place of business, and location of all of its offices;
2. The age of the firm and its average number of employees (LPNs and RPNs) over the past two years;
3. The education, training, and qualifications of key members of the firm;
4. The names and phone number of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year; and
5. Any promotional or descriptive literature which the firm desires to submit.

B. Quality Assurance and Evaluation

The applicant shall submit a copy of their quality management plan and any non-confidential documentation that demonstrates its organization's commitment to process improvement.

C. Coordination of Services

Not applicable to this RFP

D. Facilities

Not applicable to this RFP

III. Personnel: Staffing, Supervision and Training

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable)

B. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

C. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. Include position title, name, and full time equivalency. Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (as indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A statement by the applicant that it is ready, able and willing to provide services throughout the time of the contract period; i.e., July 1, 2004 through June 30, 2006.

V. Financial/Pricing Structure**A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

B. Pricing Structure Based on Unit of Service Rate**1. Unit Price**

Applicant shall submit a unit price per hour for one or more of the following:

- (a) Hourly rate for RPN hired for four to six months, minimum (long term hire);
- (b) Hourly rate for LPN hired for four to six months, minimum (long term hire);
- (c) Hourly rate for RPN hired to temporarily fill vacancies due to vacation leave or illness for State employees (temporary hire);
- (d) Hourly rate for LPN hired to temporarily fill vacancies due to vacation leave or illness of State employees (temporary hire).

The unit price per hour shall be the direct labor rate paid to nurses by the service provider, excluding any differentials. The unit rate shall include all applicable ground and air transportation costs, housing costs, taxes and all other expenses for furnishing the services requested herein.

2. Holiday Rate

It is understood that the unit rate per hour plus the following holiday rate, when applicable, shall be the all-inclusive cost to the State:

**Holiday rate (applicable to the holidays listed in the Specifications):
1.5 times the unit rate**

Shift differential pay shall not be honored by the State under this contract. Regular time is considered an eight (8) hour day, 40 hours per week, regardless of the shift.

3. Budget Forms

No budget forms are required for this RFP.

VI. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase I Evaluation of Proposal Requirements
- Phase II Evaluation of POS Proposal Application
- Phase III Recommendation for Award

Evaluation Categories and Threshold

Evaluation Categories

Mandatory Requirements

POS Proposal Application

Background and Summary	10 points
Experience and Capability	20 points
Personnel: Project Organization and Staffing	10 points
Service Delivery	20 points
Financial	40 Points

TOTAL POSSIBLE POINTS

Possible Points

Pass or Rejected

100 Points

100 Points

III. Evaluation Criteria

A. Phase I - Evaluation of Proposal Requirements

1. Mandatory Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- Certifications

2. Mandatory POS Proposal Application Requirements

- POS Application Title Page (Form SPO-H-200)
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (Pricing Structure)
- Program Specific Requirements (as applicable)

B. Phase II - Evaluation of POS Proposal Application (100 Points)

1. Background and Summary (10 Points)

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity
- The goals and objectives are in alignment with the proposed service activity
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

2. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

3. *Personnel: Program Organization and Staffing (10 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

4. *Service Delivery (20 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

5. *Financial (40 Points)*

Pricing structure based on fixed hourly rate:

Applicant's proposed budget is reasonable, given program resources and operational capacity.

To evaluate cost, a total of 40 points will be assigned to each type of nursing service. In converting cost to points, the lowest cost proposal will receive 40 points, the maximum number of points allocated to cost.

C. Phase III - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

A

Competitive POS Application Checklist

Competitive POS Application Checklist

Applicant: _____

RFP No. HMS 503-04-3

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	Section 1, RFP	POS Manual	X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. POS Proposal Application (SPO-H-200A)	Section 3, RFP	POS Manual	X	
4. Table of Contents	Section 5, RFP	Section 5, RFP	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	POS Manual	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	POS Manual	With proposal or prior to award of contract	
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	POS Manual	NA	
SPO-H-205A	Section 3, RFP	POS Manual	NA	
SPO-H-205B	Section 3, RFP	POS Manual	NA	
SPO-H-206A	Section 3, RFP	POS Manual	NA	
SPO-H-206B	Section 3, RFP	POS Manual	NA	
SPO-H-206C	Section 3, RFP	POS Manual	NA	
SPO-H-206D	Section 3, RFP	POS Manual	NA	
SPO-H-206E	Section 3, RFP	POS Manual	NA	
SPO-H-206F	Section 3, RFP	POS Manual	NA	
SPO-H-206G	Section 3, RFP	POS Manual	NA	
SPO-H-206H	Section 3, RFP	POS Manual	NA	
SPO-H-206I	Section 3, RFP	POS Manual	NA	
SPO-H-206J	Section 3, RFP	POS Manual	NA	
Certifications:				
8. Federal Certifications	Section 1, RFP	POS Manual	NA	
Debarment & Suspension			NA	
Drug Free Workplace Requirements			NA	
Lobbying			NA	
Program Fraud Civil Remedies Act			NA	
Environmental Tobacco Smoke			NA	
Program Specific Requirements:			NA	
9.				
10.				

Authorized Signature

Date

B

POS Proposal Application - Sample Table of Contents

POS Proposal Application Table of Contents

I.	Background and Summary	1
II.	Experience and Capability	
A.	Necessary Skills and Experience	2
B.	Quality Assurance and Evaluation.....	3
C.	Coordination of Services	4
D.	Facilities	5
III.	Personnel: Project Organization and Staffing	
A.	Proposed Staffing.....	6
B.	Staff Qualifications	7
C.	Supervision and Training.....	8
D.	Organization Chart (Program & Organization-wide - attached)	
IV.	Service Delivery.....	9
V.	Attachments	
A.	Cost Proposal	
1.	SPO-H-205 Proposal Budget for FY 2004 & 2005	
2.	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
3.	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
4.	SPO-H-206C Budget Justification - Travel: Inter-island	
5.	SPO-H-206E Budget Justification - Contractual Services - Administrative	
B.	Other Financial Related Materials	
1.	Financial Audit for fiscal year ended June 30, 2003.	
C.	Performance and Output Measurement Tables	
1.		
D.	Program Specific Requirements	
1.		
E.	Work Plan Form	

C

Wage Certificate

WAGE CERTIFICATE

(For Service Contracts)

Subject: RFP No.: _____

Title of RFP: _____

(To be completed by Applicant)

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$5,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work; and
2. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Applicant _____

Signature _____

Title _____

Date _____